



*Seek. Browse. Find.*

## City of San José Prospective Employee Reference Guide

### How to:

- Access CityJobs
- Register as a First-time User
- Log-in as a Returning User
- Create Your Profile
- Create an Automatic Job Notification Email
- Apply to a Job



### ACCESS INSTRUCTIONS

1. **Access** the City of San José Employment website at <http://sanjoseca.gov/cityjobs>
2. **Select** the link for **Prospective Employees**.

### REGISTER (FIRST-TIME USERS)

1. **Select** the **Register Now** link at the top of the CityJobs Careers homepage.
2. **Enter** a **User Name** and **Password**. **Confirm your Password** in the corresponding field.
3. **Select** the **Register** button.

### LOGIN (RETURNING USERS)

1. **Enter your User Name and Password** in the login box on the CityJobs Careers homepage.
2. **Click** the **Login** button.



### CREATE YOUR PROFILE

1. After you are logged into CityJobs, **select** the **My Profile** link.
2. **Enter your contact information** in the corresponding fields for name, address, email, and phone number. **Note:** Entering a primary email address is important to ensure you receive timely notifications.
3. **Click Save**.



### CREATE AUTOMATIC JOB NOTIFICATION EMAIL

1. **Click Job Search** at the top of the CityJobs Careers homepage.
2. **Enter the search criteria** to define your job notifications i.e. jobs with a keyword = "analyst"
3. **Click Save Search**.
4. Check **Use as a Job Agent** and **enter your email address**.
5. **Click Save Search**.



### APPLY TO A JOB

1. On the Careers Home page, **click** the **Job Title** that you want to apply to.
2. When the Job Description page appears, **click** the **Apply Now** button.
3. Follow on-screen instructions to add a resume, enter application information (Work Experience, Post-Secondary Education History, Job Training, Licenses and Certificates, Languages, and References), and answer job-specific questions.
4. Once you complete your application, **click** the **Submit** button.
5. **Respond** to the **Self Identification Details** and **Terms and Agreements** sections.
6. **Click** the **Submit** button. Note: Jobs close at midnight on the close date.



If you need assistance, contact the **Human Resources Department** at **(408) 535-1285** or [cityjobs@sanjoseca.gov](mailto:cityjobs@sanjoseca.gov), Monday through Friday, 8:00 a.m. - 5:00 p.m.